

QuickBooks Premier 2009



Skills for Change
Diversity at Work™

TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

Take the lead in getting a job, learn the latest version of QuickBooks Version 2009, the most widely used accounting software in Canadian businesses. You will learn the different uses for each module and journal, be able to set up a company from a template of accounts and print and understand the various reporting features of QuickBooks. You will be provided with a Training CD and receive a Certificate of Completion.

Course Content

- Learn to create a new QuickBooks company
- Open and use registers for asset and liability accounts
- Month and year-end processing and bank account reconciliations
- Accounts Payable and Accounts Receivable transactions
- Create and customize reports and charts
- Payroll Processing
- Sales tax tracking and payments
- Setting up and maintaining inventory

Pre-requisites: Passing a Bookkeeping test and knowledge of Windows

Certificate offered: Participants receive a certificate of completion

Registration:

Register in person, or online at www.skillsforchange.org/techskills/register

More information: Please call 905-595-1679 Ext. 0

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
March 8		✓	✓	✓	✓	✓			✓
Time	Weeks	Hours	Fee						
10am-3pm	1	25	\$299						

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills